

Information for Case Managers: MaineCare Waiver Programs, Section 21 and Section 29:

Reconsideration of Section 21 Waitlist Priority Level

When a Member is found to meet the MaineCare eligibility and medical eligibility for Section 21 Waiver Services, the priority for a funded opening shall be established according to Section 21.03-5.

If a change occurs that would justify a different priority level, the Case Manager may request reconsideration.

Please review the requirements for priority levels. In order to be considered for Priority One there must be Adult Protective Services (APS) involvement.

- The team discusses what has changed for the Member and the Case Manager documents that information in the re-versioned Person Centered Plan **in EIS**
- The Case Manager completes an Waiver Eligibility Form and gathers supporting documentation (**if available and applicable**) regarding the changes for the Member.
- The Case Manager re-versions and updates the DS Comprehensive HCB Waiver Assessment **in EIS** to reflect new information and changes, and Member's current status that justifies a review of current priority.

The Case Manager submits to the Resource Coordinator (RC):

- OADS Cover Sheet—**paper**
- A current Choice Letter
- OADS Personal Plan Face Sheet—**paper copy**—with Member/Guardian and Case Manager signatures
- Waiver Eligibility Form—**paper**
- Any relevant other documentation (note EIS ID numbers of electronic supporting documentation)
 - Medical Doctors reports—**paper copy**
 - IST plan (from crisis team)—**paper copy**
 - Reportable Events report—**in EIS**
 - Psychiatrist/ psychologist/ counselor reports—**paper copy**
 - Case Management notes—**in EIS**

Within 7 business days the Resource Coordinator will review the complete packet. If there are any questions the RC will contact the Case Manager. Once all forms are reviewed the RC will forward the packet to the Waiver Manager for review and determination of change in Priority Level.

Within 14 business days the Waiver Manager will review the packet and send a letter to the member/guardian, Case Manager and Resource Coordinator indicating a decision on the Priority Level. The DS Comprehensive HCB Waiver Assessment will be updated by the Waiver Manager.

If and ONLY if the letter indicates the person has been found a **Priority One**, the Case Manager then creates a Section 21 Waitlist Justification Assessment **in EIS**. The Waitlist Justification Assessment should be updated at least annually.